*Copy and paste the template below to help build your case to attend The AI Show @ ASU+GSV, April 5-7 at the San Diego Convention Center.*

***Don’t forget to adjust the purple text*** *to customize your request!*

**

{{Supervisor Name}},

I’m excited to present an opportunity to grow my skills, inspire students, and advance innovation in our district and community, and am requesting your approval to attend.

From Saturday, April 5th, to Monday, April 7th, the second annual [AI SHOW @ ASU+GSV](https://www.asugsvsummit.com/airshow)—an immersive exploration of the AI Revolution in education—will be held at the San Diego Convention Center.

Through hands-on workshops, interactive exhibits, meetups, student showcases, and more, I will be able to meet and learn from peers who are successfully navigating this AI-accelerated landscape. I will also have the chance to try 100+ tools designed to streamline our operations and improve student outcomes, with the potential to build lasting relationships with the innovators behind these EdTechs – an opportunity to shape the broader future of learning, together.

With so much to do and learn, The AI Show @ ASU+GSV is the perfect place to equip {{District Name}} with the tools and knowledge needed for both today’s challenges and tomorrow’s opportunities.

While the event itself is free to attend, I am requesting budget/support for the following:

* Travel expenses (# of hotel nights and transportation)
* (1) PTO day on Monday, April 7th
* Substitute coverage for Monday, April 7th

I believe that The AI Show would be valuable for other {{District}} educators and leaders, as well; if you are also interested in the event, you can explore the agenda, speakers, and more [here](https://www.asugsvsummit.com/airshow).

I appreciate your consideration and would be happy to discuss further if needed.

Sincerely,

{{Your Name}}